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NO: AIM 54-2922

DATE:

[Redacted Box]

TO : Chief,

FROM : KUCLUB

SUBJECT: General - Administrative

Specific- Application for Membership in the Career Staff

[Redacted Box]

25 YEAR RE-REVIEW

1. Attached are the applications of those employees in your area who are presently eligible to apply for membership in the KUBARK Career Staff. It is requested that the applications be distributed to the individuals concerned and that they comply with the instructions contained in the memorandum attached to each application.

2. In view of the ninety-day time limit, it is requested that a close follow-up be maintained to insure receipt of the applications or memoranda in Headquarters prior to the expiration of the ninety days.

3. To enable the KUCLUB Career Service Board to give equitable consideration in each case, the appropriate supervisor's recommendation should be forwarded to Headquarters along with the employee's signed application. In this connection, the areas in which supervisors should look for disqualifying evidence are as listed below. These are to be considered as guides rather than as hard and fast criteria.

(1) Job Performance

On the basis of his prior record with KUBARK and the recommendations of his current supervisors, is the job performance of the individual inadequate to the extent that he should not be offered career status?

(2) Personal Conduct

Are there any indications that the individual's on-the-job conduct (i.e., inter-personal relationships, maturity, stability, judgment, security consciousness, etc.) is deficient or would be unbecoming a member of the Career Staff? Are there indications that his off-the-job conduct is such that it might attract unfavorable notice to himself or to KUBARK?

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(3) Training Record

Is there evidence of unsatisfactory performance or conduct in the individual's training record (including assessment records) which reflects adversely upon his suitability for a KUBARK career?

(4) Evidence of Intent

Is there any evidence of lack of intent to remain with KUBARK on a long-range basis or lack of sincerity in the individual's expressed willingness to fulfill the obligations of career service?

(5) Evidences of Inconsistency

Are there inconsistencies in the record of the individual or in the recommendations of supervisors that require clarification and might lead to evidences of unsuitability after the facts are fully developed?



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cc: Sr. Rep.,

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OCT 19 1954

MEMORANDUM FOR: Executive Secretary, CIA Career Service Board

SUBJECT : Office of Communications Career Service Board Activities
for the Period 1 September through 30 September 1954.

1. Activities of the Office of Communications Career Service Board
for the period 1 September through 30 September are summarized as follows:

<u>SUBJECT</u>	<u>APPROVED</u>	<u>NOT APPROVED</u>	<u>TOTAL</u>
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Rotation
Intra-Office
Inter-Office
Promotion
Intra-Office
Inter-Office
Extra-Scheduled Promotion Requests
Leave Without Pay Requests
Employment Prospects Reviewed
Employee Hearings
Tours Extended
Released for Shopping
Marriage Requests to Foreign National
Non-Agency Training Requests
Career Staff Applications
Career Service Panel Actions Reviewed
Cases Tabled

TOTAL NUMBER

2. During this reporting period the Board discussed the possibility
of following more closely the careers of personnel after they have arrived
at their overseas posts. While the Board now reviews PCS transfers in the
field of some GS-9's and all higher positions, it was decided that PCS trans-
fers of personnel below GS-9 where different types of duties are involved
would be subject to the Board's concurrence or non-concurrence.

3. In view of the personnel ceiling and the fact that headroom in the
Office of Communications' Table of Organization is becoming increasingly
small, the Board decided to be much more selective in recommending individ-
uals for promotion. The emphasis is shifting from a policy of "if qualified"
to one of "best qualified."

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4. The Board discussed the procedures to be followed in reviewing applications for membership in the Agency Career Staff. The Board agreed that these cases will be handled in the same manner as rotation and promotion actions. (i.e.- A personnel data sheet and a narrative recommendation by the supervisor will be required for review by the Board and the Assistant Director.) In this connection, an Office of Communications Memorandum is to be published which will aid the supervisors in preparing appropriate recommendations.

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Chairman, Career Service Board

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APPROVED:



Assistant Director for Communications

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JUN 7 1954

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MEMORANDUM FOR: Executive Secretary, CIA Career Service Board

SUBJECT: Office of Communications Career Service Board Activities
for the Period 1 May Through 31 May 1954

1. Activities of the Office of Communications Career Service Board
for the period 1 May through 31 May 1954 are summarized as follows:

<u>SUBJECT</u>	<u>APPROVED</u>	<u>NOT APPROVED</u>	<u>TOTAL</u>
Rotation			
Intra-Office			
Inter-Office			
Promotion			
Intra-Office			
Inter-Office			
Extra-scheduled Promotion Requests			
Leave Without Pay Requests			
Employment Prospects Reviewed			
Employee Hearings			
Tours Extended			
Released for Shopping			
Marriage Requests to Foreign National			
Non-Agency Training Requests			
Career Service Panel Actions Reviewed			
Cases Tabled			

TOTAL NUMBER OF CASES THIS MONTH



2. After discussion on the subject the Board decided it will review
requests for extension of tours if the requested period is six months or
more. If the request is for less than six months the extension may be
approved by the chief of the division concerned without reference to the
Board.

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3. The Board discussed the advisability of having rotatees sign a document certifying their acceptance of the rotation assignment as recommended by the Board and approved by the Assistant Director for Communications. After discussion it was decided that this could best be accomplished by adding an appropriate statement to the letter which advises an individual of his next assignment. The Executive Secretary was requested to draft this statement and present it to the Board for acceptance.

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[Redacted Signature]

for Chairman, Career Service Board

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APPROVED

[Redacted Signature]

Assistant Director for Communications

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1 May 1954

MEMORANDUM FOR: Executive Secretary, CIA Career Service Board

SUBJECT: Office of Communications Career Service Board Activities
for the Period 1 April Through 30 April 19541. Activities of the Office of Communications Career Service Board
for the period 1 April through 30 April 1954 are summarized as follows:

Rotation

Intra-Office
Inter-Office

Rotation (Disapproved)

Transfer - Inter-Agency

Promotion

Intra-Office

Approved

Disapproved

Extra-scheduled Promotion Request (Approved)

Extra-scheduled Promotion Request (Disapproved)

Inter-Office

Approved

Disapproved

Extra-scheduled Promotion Request

Separation Reviews

Leave Without Pay Requests

Employment Prospects Reviewed

Employee Hearings

Tours Extended

Released for "Shopping"

Marriage Request to Foreign National

Non-Agency Training Requests

Ad Hoc Committee Actions Reviewed

Career Service Panel Actions Reviewed

Cases Tabled

TOTAL NUMBER OF CASES THIS MONTH

2. During this period members of the Board have participated in various task forces established by the CIA Board which are charged with further documentation leading to formal announcement of the Career Service in the Agency. To date it appears that recommendations of these task forces are of such a nature that existing Office of Communications Career Service procedures will be compatible with those proposed in regulations at Agency level.

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3. During this report period the Board has completed a series of conferences on which records have been taken with each Division and Staff Chief of the Office of Communications. During these conferences the Board has requested, and has received, information of value to the Career Service Program on each individual assigned to these Staffs and Divisions. This Board activity is a sequel to that which provided opportunity for all Area Field Officers to make similar statements on employees under their command.

4. The Board continues its follow-up on the Human Resources Training Program conducted by the Office of Training which is considered most beneficial in establishing a training program for supervisors at the branch, section and unit level.

5. The Board has sponsored an advance training program for scientific personnel in an endeavor to encourage interest in the career program in that category. In addition to a need for career scientists, the Board notes that the benefits which, it is believed, will accrue from this program can be used to marked advantage in combating a trend among scientific personnel to leave the Government for more lucrative employment in industry. Attached find a copy of the Office of Communications Notice No. 25-53 establishing this scientific program.


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Chairman, Career Service Board

ATTACHMENT: Office of Communications
Notice No. 25-53

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Note


Assistant Director for Communications

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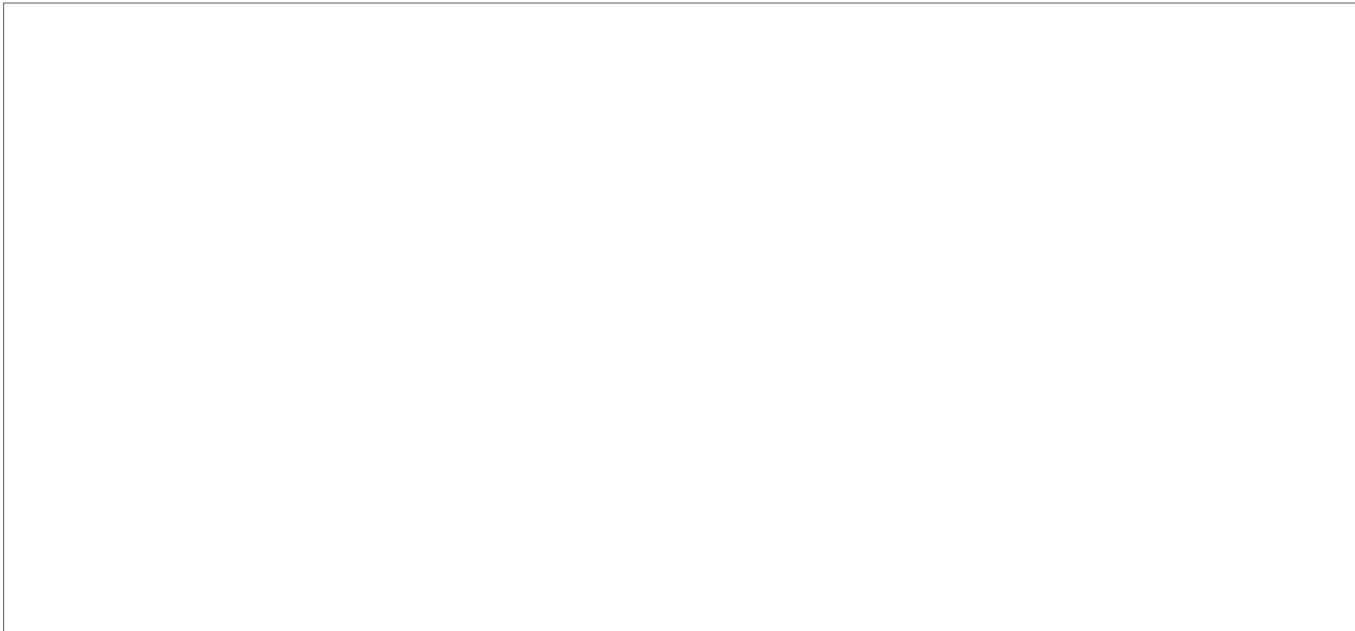
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These actions are summarized as follows:

Rotation.....
Promotion (Approved).....
Promotion (Disapproved).....
Training.....
Military Training.....
Intra-Agency Transfer.....



2. The Career Service Board has completed a series of interviews with the Communications Area Officers which have provided the Board with an accurate record on personnel matters affecting Board action and which sets the pattern on promotion actions during the next six months. In like manner, the Board is currently interviewing the Chiefs of Headquarters Staffs and Divisions in order to develop a similar type of information affecting rotation and promotion of individuals assigned to Washington Headquarters 

3. The Board members reviewed a listing of qualities bearing on suitability for Career Service in CIA. This listing refers specifically to the Professional Selection Panel, Working List #1, dated 4 May 1953. It was recognized that this list of eighteen items represents specific qualities desired in Agency personnel which have been compiled from a much larger list available to the Selection Panel. It is the consensus of the Office of Communications Board Membership that this basic list of eighteen items can best be improved by the device of grouping them under the following general headings and providing at least four degrees of evaluation on

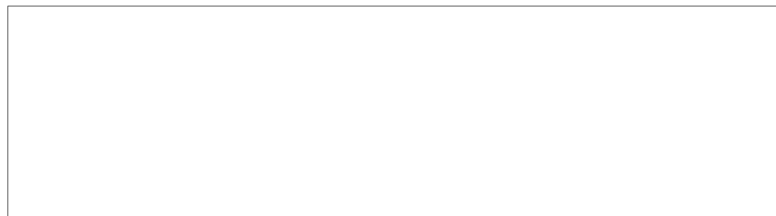
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each item under these headings. The suggested group is as follows:

- a. Intelligence (With reference to the faculty of comprehension.)
- b. Judgment
- c. Integrity
- d. Initiative
- e. Leadership
- f. Cooperation
- g. Loyalty (With reference to higher authority and as a supervisor.)

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Chairman, Career Service Board

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Noted:



Assistant Director for Communications

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